
GLOSSARY

Definition of terms used in the policy documentation

University College London

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CHEST	The Combined Higher Education Software Team, a body which negotiates with software and hardware vendors on behalf of UK Higher Education.
Custodian	<p>A person appointed by a Head of Department or Division with responsibility and authority to implement the Information Security Policy and supporting policies in respect of a College-wide or departmental system, to ensure that the security measures adopted for systems under his/her control meet the requirements of these policies and to carry out the duties as set out in the associated Codes of Practice.</p> <p>In the case of a large system some duties may be delegated, to named persons whose particular duties are set out in writing, although the Custodian retains overall responsibility for the security of that system.</p>
Data Controller	<p>As the organisation which determines the purposes of the processing, UCL is the Data Controller for the personal data that it manages.</p> <p>As defined by the Information Commissioner, a Data Controller is an institution which holds and uses personal data – i.e. UCL.</p>
Data Custodian	The individual unit or person identified by the data owner to be responsible for the collection, creation, modification and deletion of specified personal data element(s)
Data Holding	A collection of one or more data sets or files that are being processed for permitted purposes under the direction of a clearly identified member of UCL staff - the Data Owner.
Data Owner	The UCL member of staff with lead responsibility for permitting and managing the retention and processing of a data holding for which UCL is the Data Controller. Data Owners delegate responsibility for personal data elements to Data Custodians.
Data Processor ¹	Any third party (other than UCL staff and students) who processes personal data on behalf of and on the instructions of the Data Controller.

Data Protection Officer	<p>A person appointed by the Data Controller (UCL) to manage the registration of the College's use of personal data under the Data Protection Acts 1984 and 1998, to advise the ISC on the appropriateness of the College's Data Protection Policy and associated Codes of Practice, monitor the College's compliance with that policy and to be UCL's point of contact with the Government's Information Commissioner appointed under the 1998 Act.</p> <p>The UCL member of staff with lead responsibility for UCL's compliance with the DPA.</p>
Data Subject ¹	A living individual who is the subject of personal data
Data User	A person who uses Personal Data.
Departmental Network Administrator	A person in a Department, Division or Centre responsible for the management of its local area network (LAN).
Encryption	Encryption is the process of transforming information to make it unreadable to anyone who does not possess special knowledge (usually referred to as the `encryption 'key'). The Computer Security Team advise on what constitutes "strong" encryption (and keep this definition under review); they also offer guidance on suitable software.
Forged email addresses (spoofing)	When an e-mail header is changed in such a way as to attempt to mask its actual source.
IANA	The Internet Assigned Numbers Authority, an organization that is responsible for assigning new Internet-wide IP addresses.
JISC	The Joint Information Systems Committee, a body that promotes the innovative application and use of information systems and information technology in further and higher education across the UK .
Local Area Network (LAN)	That combination of networks serving a Department/Division/Centre, building or campus and including all those components up to, but not including the switch/router and associated components that connect the network to the UCL backbone.
Manual Personal Data	Personal data recorded as part of a relevant filing system in paper or other non-electronic format.
Network	A system of physical computer network apparatus and logical network connections.

Personal Data Information about a living person which identifies that person, and which may be of a sensitive nature, for instance, their health, ethnicity or marital status. This includes opinions about that person, and the intentions of other people towards them.

“Personal data”¹ means data which relate to a living individual who can be identified—

- a) from those data, or
- b) from those data and other information which is in the possession of, or is likely to come into the possession of, the data controller, **and** includes any expression of opinion about the individual and any indication of the intentions of the data controller or any other person in respect of the individual”

Processing¹ Obtaining, recording or holding personal data. This includes organisation, adaptation or alteration; retrieval, consultation or use; disclosure; and alignment, combination, blocking, erasure or destruction.

Relevant Filing System¹ Manual personal data structured by reference to individuals in such a way that information relating to a particular individual is readily accessible.

Sensitive personal data¹ Information about:

- the racial or ethnic origin of data subjects
- their political opinions
- their religious beliefs or other beliefs of a similar nature
- whether they are members of a trade union
- their physical or mental health or condition
- their sexual life
- the commission or alleged commission by them of any offence, and any proceedings for such offences.

Although the DPA does not define ‘health’, the term should be understood broadly, to include preventative medicine, medical diagnosis, DNA sequences, medical research, provision of care and treatment and the management of healthcare services

Personal demographic data, such as personal addresses and financial data (including salaries) are not sensitive personal data, but should be treated with similar care.

Spoofing See “forged email addresses”.

System A computer or group of computers which stores and processes information for a discrete purpose to facilitate teaching, research and administrative activities, and which may be accessed by staff, students or third parties authorised to do so.

System Custodian A person appointed by a Head of Department or Division with responsibility and authority to implement the Information Security Policy and supporting policies in respect of a UCL-wide or departmental system, to ensure that the security measures adopted for systems under his/her control meet the requirements of these policies and to carry out the duties as set out in the associated Codes of Practice. In the case of a large system some duties may be delegated, to named persons whose particular duties are set out in writing, although the Custodian retains overall responsibility for the security of that system.

UCL Backbone That combination of networks and components that link all the College LANs at all UCL campuses together and provide a gateway to the Internet.

UCL Network A network that is identifiable with University College London

- by an Internet network domain identifier allocated to UCL, such as ucl.ac.uk and/or
- by use of address space allocated to UCL and/or
- by connection downstream of the Kathleen Lonsdale Building and Foster Court Metropolitan Area Network routers.

This definition shall also apply where, by agreement of UCL, third-party network service providers provide facilities that are identifiable with the UCL Campus Network, for example 'virtual local area network' (VLAN) and 'virtual wide area network' (VWAN) type connections.

¹ DPA